

Part 408 - Records

Subpart B – Files Maintenance

SUBPART D - EXHIBITS

CO408.60(e)

§CO408.60 Instructions – NRCS Records Guide.

(a) Colorado Electronic Filing Shared Records.

These instructions provide a ready reference for employees in the State who create, prepare, maintain, or dispose of official records electronically. More detailed information is contained in General Manual 408 – Records, Subpart B – Files Maintenance, §CO408.31 Electronic Records .

All offices and Service Centers have available a server with a shared file system with standard sub-folders. Departments and users have used shared folders to create their own folders and unique naming conventions to store records. However, this is not the policy for official records or communications. Retention of records that are “official,” current, and intended to be distributed or shared between users and/or offices are to be stored using the Natural Resources Conservation Service (NRCS) Records Guide, General Manual 120, part 408, subparts A – D. **The filing system must be consistent in all offices.**

(b) Shared general files consist of records that are distributed to or from other offices in the administrative hierarchy (i.e. National, State and Area), and also records that are local to the office. An office needs, within their general filing system, all categories for their level and above.

(c) The network system and computers facilitates the ability to share records between offices by automatically distributing copies onto servers and/or distributing links to records stored in other locations.

(d) Some redundancy is good. Storing records in only a single location and directing all users there can overtax network capability. It also ignores security by relying on only one server and time consuming backup and restore procedures if that server goes down or files are accidentally deleted.

(e) The standard shared electronic General Files (e-General Files) system is under S:\Service_Center\NRCS, on all servers using the NRCS electronic directives system structure.

Office, departments, or users may continue to maintain a separate shared departmental type folder structure for records outside of the e-General Files, including files that may need to be restricted due to sensitive nature.

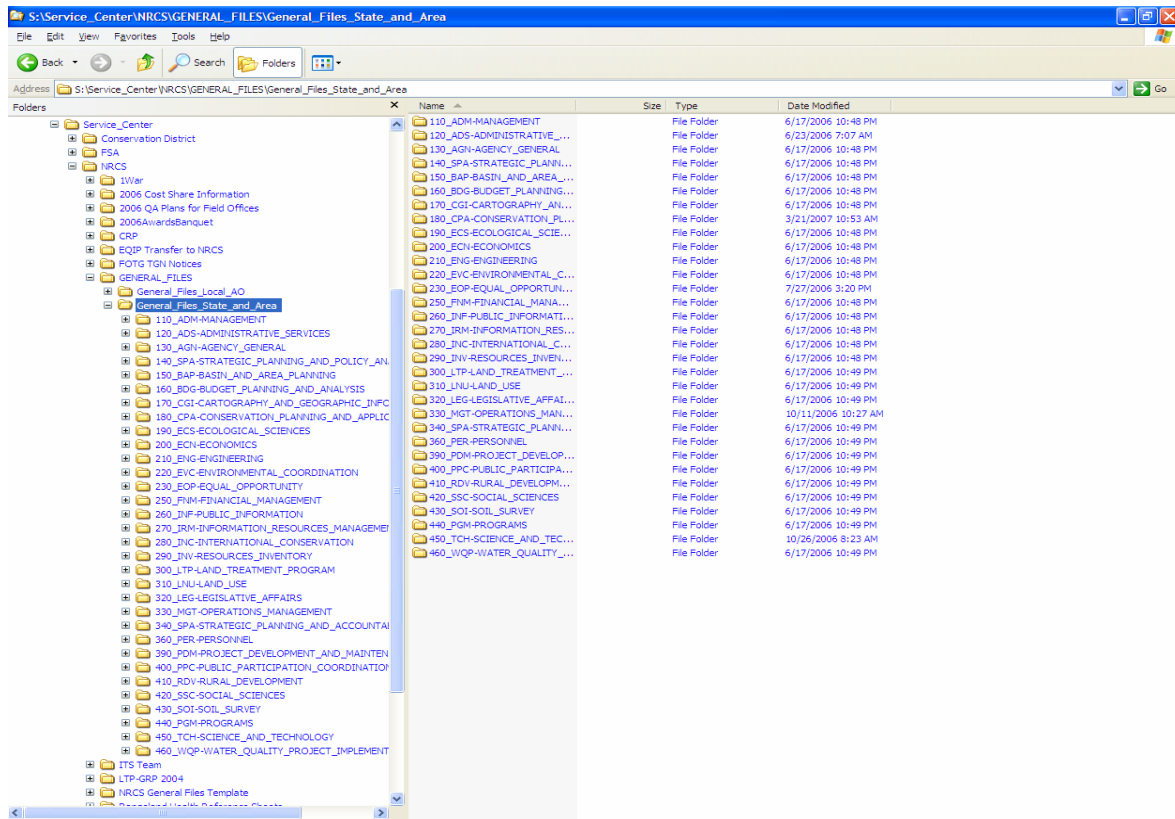
CO408-178(1)

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CO408.60(f)(3)



(f) State and Area offices.

(1) National and State documents intended for State or Area wide distribution are filed in the \General_Files_State_and_Area folders, in the appropriate sub-folder; otherwise, use the \General_Files_Local_(SO, AO).

(2) National and State documents in the Area office folders are copies of the documents filed at the State office. Documents specific to the Area office and not intended for distribution to Field offices are filed in \General_Files_Local_AO, in the appropriate sub-folder.

(3) Appropriate permissions for all users may require restrictions for write and modify and/or read and execution.

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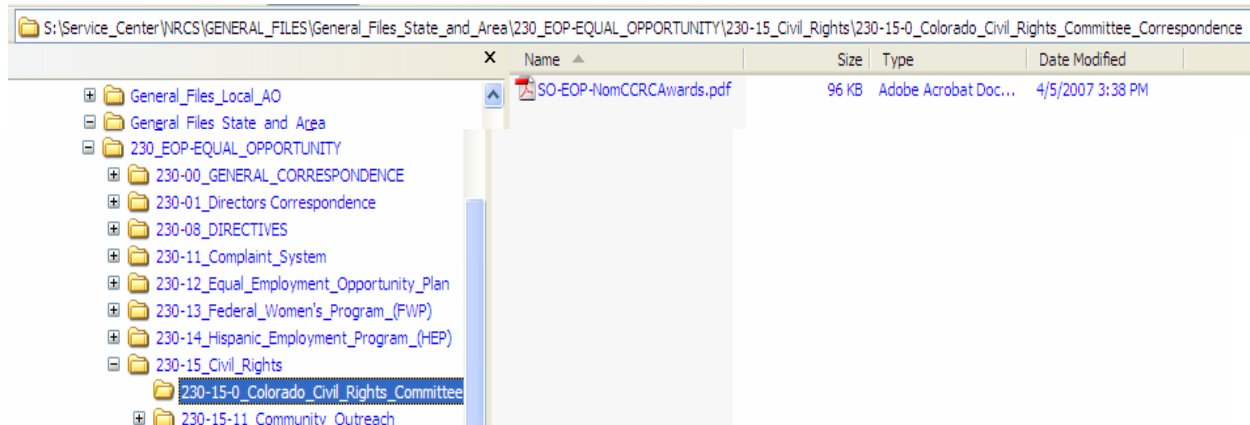
(120-GM, Amendment, CO-39, May 2007)

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CO408.60(g)(2)



(4) National and State records distributed from the State office to each Area office is copied on a regular basis, at least weekly.

(g) Field offices.

(1) National, State, and Area documents can be accessed through shortcuts to the \General_Files_State_and_Area folders at the Area office, in the appropriate sub-folder. Documents specific to the Field office are filed in \General_Files_Local_FO, in the appropriate sub-folder.

(2) Appropriate permissions for all users may require restrictions for write and modify and/or read and execution.

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